

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

03-26

☐ Other ☐ Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2012

Base Option Period Number 3

Title of Work Assignment/SF Site Name

Annual and Final Grant Fellows

Contractor

SCIENTIFIC CONSULTING GROUP, INC., THE

Specify Section and paragraph of Contract SOW

2.1,2.2,2.3

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 12/06/2011 To 11/30/2012

Comments:



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

12/16/2008 To 11/30/2012

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Myles Morse

Branch/Mail Code:

Phone Number 202-343-9706

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renata Tyus

Branch/Mail Code: CPAD

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: 03-26

Title: Annual and Final Grant Fellowship Report Editing, Analysis, Synthesis and Pub Review for Web Dissemination

Period of Performance: CO Approval through 11/30/2012

Work Assignment COR:

Myles Morse
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National Center for Environmental Research
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Alternate Work Assignment COR:

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Verla Sutton-Busby
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A) Introduction

The Environmental Protection Agency has an ongoing program known as the Science to Achieve Results (STAR) grant program. The STAR grant (and fellowship) program is a research grant program designed to foster academic research in areas that will ultimately assist policy makers to make decisions based on sound scientific results. There is a need to track and edit progress reports during their review process prior to web posting. Reports and bibliographic publication citations need to be edited and posted to NCER's egrants tracking system and publications must be cross checked through NCER's web database. Links to PI publications are

searched for and identified for inclusion into the web database. Reports are ultimately posted to the NCER web site through its web database as a means of relaying to the public our research progress and results developed through the NCER grants and fellowship program. The purpose of this work assignment therefore, is to assist NCER in posting annual and final summary reports to the egrants tracking system and reviewing, and editing annual and final summary reports and their associated publications from each research project issued under NCER's STAR program, in preparation for NCER Project Officer and Web Master final review.

The contractor shall conduct a synthesis review of all tribal grant reports to identify the areas of research and the results gleaned from those tribal grants previously funded by NCER. This synthesis summary report will be conveyed to the public thru a tribal science page on the NCER web site.

The Contractor shall perform the following activities to facilitate the transmission, review, and posting of approximately 1000 annual and final summary reports for grants, centers and fellowships.

B) Scope of Work

The contractor shall use NCER's Web Reports Manager System (WRM) also known as "egrants" to edit reports as assigned by NCER POs or the NCER web master. The WRM system retains a running record of reports entered by grant number and by associated project officer.

The contractor shall use the WRM to collect and process files assigned to them by the NCER Webmaster (who is also the EPAWA COR).

The contractor shall post original incoming file and sequential versions as changes/edits are made. In some instances reports will be tagged for full edit review, while in other cases only a review of the publication list will be required.

The contractor shall perform the reviews as assigned by the EPAWA COR through the WRM system. At times the contractor may need to contact the PI or the NCER PO to either collect additional information or to clarify information in the reports.

The contractor shall generate reports from WRM that will summarize monthly progress on annual and final report review as well as project publication citation review. The WRM must be updated by the contractor to accurately reflect report status and to assure that reports are moved to the next step of the review process.

Important dates for the contractor to verify within the WRM are:

- 1) Receipt date by the contractor
- 2) Dates PI contacted and information requested by contractor
- 3) Dates sent to NCER PO for approval
- 4) Dates information requested of PI by NCER PO (dates to be input by the EPA WA COR)
- 5) Dates approved by NCER PO
- 6) Dates sent to the EPA WA COR for web posting

The WRM system will notify NCER POs of appropriate trigger dates however the contractor shall follow-up with the NCER POs on those reports identified as extremely late (>30 days) by the webmaster.

C) Tasks

Task 1: Editing Annual and Final Reports through WRM system (egrants)

The contractor shall perform an edit review of only annual and final summary reports specifically identified by the NCER PO through the WRM system. When conducting a full edit review - the contractor shall review for completeness, spelling and minor grammatical edits. No edits shall be made to project results or data, inconsistencies in results or data shall be flagged for the EPA WA COR but not modified. This activity may involve contacting each PI and each NCER PO for additional information and clarifications.

Contractor Activities under Task 1:

The contractor shall perform the following activities in support of this task:

- a) Post original report files furnished by the NCER PO or Webmaster,
- b) Post each newly edited version of the report file to WRM
- c) Collect assigned reports from WRM for editing response to
- d) Collect assigned reports from WRM for publication review
- e) Maintain statistical counts of annual and final reports in tracking system and approved for web posting through monthly statistical summary tabulations of grants in system, reviewed, information requested, and sent to each NCER PO for approval or resolution.
- f) Fill gaps as necessary in EPA data base with regard to changing or missing PI addresses, e-mail addresses, and phone numbers as well as changing the EPA NCER PO assigned to the projects (when required)
- g) Post grant extension dates to the project period of the grant as determined from information provided by each EPA NCER PO and GAD Grant data base as provided by the EPA WA COR.
- h) Submit periodic compilation reports (these would be no more frequent than quarterly) of PI publications as requested by the EPA WA COR through written technical direction on particular topics to be determined by the EPA WA COR.
- i) Submit completed annual and final web reports to each NCER PO or to the EPA WA COR through the WRM system for approval within 1 week from being assigned.

Deliverables

The contractor shall supply the following reports to the EPA WA COR through the WRM system on a monthly basis:

- 1) Statistical summary report detailing number of reports in the system, reviewed, pending, passed to each NCER PO, or approved for posting.
- 2) Lists of late NCER PO report approvals by NCER PO
- 3) Lists of late reports due from PI s by NCER PO
- 4) Total number of files processed/month, average process time with explanations of any delays

5) Notes on any issues encountered in processing any particular report

Task 2: Review of PI bibliographic publication citations

The contractor shall review and edit all publication citations on every new annual and final report. The contractor shall assure that an accurate citation is being included in the reports. The contractor shall add url links to full text and abstracts of publications where available through web searches.

Contractor Activities under Task 2:

The contractor shall perform the following activities in support of this task:

- a) Review and edit publication citation to assure accuracy
- b) Use ISI-WOS, Dialog, PUBMED, Google scholar, Science Direct, Scopus, Wiley Interscience and other web tool resources to locate abstract and full text of publication
- c) Remove all anticipated pubs and keep a record of all anticipated pubs
- d) Send all anticipated, incomplete, and other pubs that cannot be resolved back to the EPA WA COR and NCER PO
- e) For all those pubs that can be resolved and verified by finding an abstract, full text, or evidence such as citing pubs, keep the pub citations in the reports and attach a file relaying the abstracts, full text, or link to publisher if abstracts and full text as well as other evidence of existence if abstract is unavailable
- f) Identify all duplicates for removal from report or database

Task 3: Clean up of publication database

The contractor shall correct NCER's PI publication database by removing duplicates and incomplete citations and locating abstracts and full text publications also described in Task 1 above.

Contractor Activities under Task 3:

The contractor shall perform the following activities in support of this task, note that extent of effort shall be determined by the EPA WACOR based on available funding:

- a) Contractor shall continue incrementally reviewing back years of grantee publications by RFA within each NCER research category.
- b) The contractor shall convey updates in electronic files (excel) that include the citation (grant number, location in progress report or final report, as well as location in main or center subprojects), the corrections to the citations, directions as to removal if duplicate, directions as to removal if pub cannot be verified, copies and links for journal article abstract, and full text.
- c) All anticipated pubs shall be removed and recorded separately. The contractor shall identify which pubs fall into journals that are not covered by any of the verification tools used (Pubmed, dialog, ISIWOS, Scopus, etc)

Task 4: Synthesis documents

As identified by the EPA WA COR, the contractor shall periodically compile summary synthesis documents which summarize the research results of all grants and fellowships issued on a particular topic. The contractor shall complete the comprehensive synthesis report on NCER-funded Tribal projects/research across all environmental media.

Task 5: News articles for the NCER web page

The contractor shall periodically prepare short news reports for the NCER web site that highlight worthy research findings or research progress. The contractor shall pull this information from annual and final web reports and associated PI publications. Where available, other news sources reporting on these same findings shall also be identified and linked.

Schedule of Deliverables

Updated reports in WRM reviewed and modified	Monthly
Statistical summary report compiled in WRM (detailing number of reports in the system, reviewed, pending, passed to NCER PO, approved for posting reviewed for accuracy, etc.)	Monthly
Clean -up of Pub database	Ongoing – Monthly
Final synthesis document on Tribal research	TBD by the EPA WA COR
Research findings news reports for the web	TBD by the EPA WA COR

D) Staffing

In the work plan, the contractor must identify qualified staff to perform tasks provided in the work assignment. Staff must be qualified to perform technical editing and tracking support functions.

E) Conflict of Interest

The contractor will disclose any conflict of interest regarding this work.

F) Management Controls

Analysis and materials prepared by the contractor will be based on information obtained by the contractor at the direction of the EPA WACOR. Information will be provided to the contractor directly from the principle investigators, NCER project officers and the EPA WACOR. Annual and Final report summaries will be thoroughly reviewed and approved by the NCER project officers prior to approval for web posting by the EPA WACOR; the contractor is not involved in this part of the process.

Deliverables shall be provided to EPA in accepted Agency format and be of high quality. Deliverables shall be prepared using Excel and Word or appropriate spreadsheet and word processing software.

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction. Per the technical direction clause, the EPA CO and EPA PO will be provided with copies of all technical direction.